

**RULES & REGULATIONS FOR THE NEIGHBORHOOD COMMUNITY CENTER  
EVENT with ALCOHOL ROOM RENTAL**

**GENERAL:** The Neighborhood Community Center is a Non-Smoking City facility.

Office Hours: Monday – Friday, 8:00am – 5:00pm

Rental Hours: Monday – Thursday, 8:00am – 11pm.; Friday – Saturday, 8:00am – 1:00am; Sunday 8:00am – 11pm

**PREPARATION TIME:** Allows for delivery, caterer, florist, and those decorating to enter the facility prior to guest arrival. Security Guards are not required to be on site during preparation time.

**EVENT TIME:** Upon arrival of guests, event time shall begin and continue through contracted hours. Security Guards must be on the premises during event time. Guests will not be allowed to enter facility until security is on duty.

**CLEAN-UP TIME:** Clean-up time is a minimum of one hour following the exit of guests from facility. All personal/rental items must be removed from the facility. WE DO NOT PROVIDE STORAGE. All items remaining in the facility will be subject to disposal and \$150 per hour may be retained from rental deposit. Initials: \_\_\_\_\_

**BARBECUING:** Is allowed in specified areas only and under strict conditions. Prior approval MUST be obtained.

**STAGE AND DANCE FLOOR:** No food or drink is permitted on the stage or dance floor.

**ANIMALS:** Only service animals are allowed in the building pursuant to ADA regulations. Permission for any other animals requires prior approval from the Recreation Coordinator at the Neighborhood Community Center.

**DECORATING:** No objects are to be suspended, attached or affixed to ceilings, walls, window blinds, stage floor, stage drapes, dance floor or carpeted folding doors. No tape, tacks or pins are to be used on facility property or furnishings. NO CANDLES, CONFETTI, GLITTER, RICE OR BIRDSEED are allowed in or around the facility. Prior approval must be obtained for use of helium balloons. It is suggested that the patron concentrate on table decorations and portable room decorations only. Initials: \_\_\_\_\_

**CLEAN-UP:** The PATRON is responsible for wiping spills from tables, chairs, walls, carpet; removal of trash can liners to outside dumpsters; removing large pieces of trash, balloons, etc. from the carpet area and stage, and cleaning of the kitchen. Cleanup may include vacuuming and/or mopping. NOTE: ALL GREASE and FOOD ITEMS such as rice, beans, and meat MUST BE DISPOSED OF IN OUTSIDE DUMPSTER. Rental deposit may be retained for insufficient clean-up.

**PARKING:** There is no loading, unloading, or parking in any area other than marked parking stalls.

**SECURITY:** Security Guards will be required at all events with guest count over 100 persons; when alcoholic beverages are being served, or at the discretion of the Recreation Manager or designated representative. Security guards are required to be on premises during event time. Security is not required during preparation or cleanup times. It is the patron's responsibility to contract independently with a licensed, bonded and unarmed security company. Written proof of service, copy of license and bond insurance paperwork must be provided no later than 45 days prior to event or your event may be cancelled and rental deposit retained. For private events, ONE SECURITY GUARD PER 100 PERSONS IS REQUIRED; for open events when alcohol is being served, ONE SECURITY GUARD FOR EACH 50 PERSONS IS REQUIRED. Children must be supervised by patron at a rate of 1 adult per 10 children. **Written proof of service, copy of license and bond insurance paperwork are due by: \_\_\_\_\_ Initial: \_\_\_\_\_**

**RENTAL DEPOSITS:** All rental deposits are in addition to rental fees and are refundable after the rental, provided patron abided by alcohol and beverage rules, is out of the facility on time, clean up has been done properly and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the rental deposit will be retained. Any group using the Neighborhood Community Center will be invoiced any additional cost over the deposited amount, for loss or damage to equipment. Initials: \_\_\_\_\_

**ALCOHOL & BEVERAGE RULES:**

1. All alcohol and beverages must be distributed over a bar unit into individual servings. Cups are to be clear in color (plastic only) and limited to an 8 oz. serving size for hard liquor and 12-oz. for serving beer. Maximum of two alcoholic beverages per person allowed to be dispensed per visit to bar.
2. No cans (alcoholic or non-alcoholic) will be allowed.
3. If no alcoholic beverages are being served at event, plastic bottles will be allowed on tables.
4. Alcohol refers to beer, wine, champagne and hard liquor. Beverages refer to all other liquids (no red colored based drinks allowed).
5. All alcohol and beverages must be consumed inside the contracted area of the center.
6. Use of alcohol beverages at the center must be requested at the time the contract is initiated. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and Recreation Division policy. Failure to comply with any rules and regulations will result in immediate revocation of permission to serve alcohol and may result in immediate closure of event and retention of rental deposit.
7. No alcoholic beverage shall be served to any persons under 21 years of age. The bartender shall not consume alcohol while on duty.
8. Injuries caused to any person as a result of alcoholic beverages being served to, or consumed on the City's premises, or arising off the City premises, or as a result of alcohol being available on the City premises shall be the sole responsibility of the contract rental patron, organization, its sponsor and adult representative.
9. When serving champagne, all bottles must be opened in the enclosed area outside the kitchen. After champagne is served, all bottles must be removed to kitchen for disposal or to bar unit for dispensing. All glass bottles of beer, wine or soda must be served over bar unit..
10. Serving and/or selling of alcoholic beverages will be allowed for a maximum of five (5) hours. Sale of alcohol drink tickets must end two hours prior to end of serving hours. Serving of any alcoholic beverage must end one hour prior to exit time of guests.
11. The designated person in charge of alcohol for the event shall remove all alcohol beverages at the closure of alcohol service time, from the event area and from premises at the conclusion of the rental.
12. The distribution or consumption of alcoholic beverages shall comply with all applicable laws, including regulations of the Alcoholic Beverage Control Board. Any organization utilizing City premises shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. **THIS IS NOT THE RESPONSIBILITY OF THE CITY.**
13. Evidence of required permits, licenses or insurance must be provided to the Neighborhood Community center staff 30 days prior to scheduled event.
14. No sales or request for donation for alcoholic beverages are permitted without a license from the State Alcoholic Beverage Control Department (714) 558-4101, 8 a.m. - 5 p.m., Monday - Friday, 28 Civic Center Plaza, Room 369, Santa Ana, CA 92701. Patron must request a letter from Neighborhood Community Center personnel 45 days prior to event and then submit letter to Alcohol Beverage Control Department in order to obtain license to sell alcohol.

**NOISE RESTRICTIONS:**

We try to be good neighbors in this residential area; therefore, noise level is monitored. Musicians and/or entertainment must adhere to appropriate dB levels for this facility. NCC staff will provide one warning only. Failure to heed warning may result in shut-down of your party. Initial: \_\_\_\_\_

**OTHER RESTRICTIONS**

No smoke/fog machines, bubble machines, or electric generators allowed in this facility. Initial: \_\_\_\_\_

Backstage access is for loading and unloading only. Backstage power outlets are not available. There is no food or drink allowed. Initial: \_\_\_\_\_

**NOTICE OF CANCELLATION AND FEE INCREASES:**

All cancellations must be made in writing for a rental refund consideration. Refunds are subject to a cancellation fee. When applicable notice of cancellation is provided, all pre-paid rental fees and the cleaning/damage deposit will be refunded minus the cancellation fee. Cancellation requests made LESS than ONE HUNDRED TWENTY (120) days prior to scheduled use of the Costa Mesa, Adams or Baker Rooms and LESS than SIXTY (60) days prior to the use of Fairview, Harper, Pularino, Victoria and Hamilton Rooms shall result in forfeiture of all pre-paid rental fees, and a cancellation fee will be retained from the cleaning/damage deposit collected by the City. All facility rental fees are subject to change.

The City reserves the right of cancellation with NINETY (90) day notice\*. Cancellation by the City will result in a full-refund. \*Note: If a cancellation is necessary, notice will be given as far in advance as possible, but not less than ninety days, barring unforeseen emergency or act of nature. Initial \_\_\_\_\_ The City of Costa Mesa reserves the right to increase fees. Initial \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I have received the following documents: copy of contract; general rules/regulations for facility and alcohol service; fees applicable for reservation, map and event set-up sheet. Initial \_\_\_\_\_

I understand that all events contracted after December 1, 1999, may require us to abide by all new and/or revised rules and regulations pertaining to the facility limited hours of contract and security services upon implementation. Initial \_\_\_\_\_

Per City Council action (February 20, 2001), the following Community Center Alcohol Policy is applicable:

Initial \_\_\_\_\_ Alcohol will be prohibited from events where the primary focus is for youth under the age of 21 (i.e. baptisms, bar mitzvahs, bat mitzvahs, quinceaneras, birthdays and graduation parties).

Initial \_\_\_\_\_ Rental patron will be given a copy of the "Responsible Host" Guidelines to read and forward to the designated "Responsible Host Server(s)" for event. Name(s) of person(s) designated as the "Responsible Host Server(s)" must be given to the community center office forty-five (45) days prior to event date. Responsible Host Server(s) must check in with NCC event staff prior to bar opening. **All alcohol must be in building prior to beginning of event.**

Initial \_\_\_\_\_ All rental patrons serving alcohol will be required to furnish a "Certificate of Insurance for Liability", in the amount of \$1,000,000, naming the City of Costa Mesa as additionally insured. This one-day event certificate may be purchased through the City.

**STATEMENT OF UNDERSTANDING & RECEIPT:** I, hereby acknowledge that the rules and regulations pertaining to the rental rooms at the Neighborhood Community Center, 1845 Park Avenue, Costa Mesa, CA 92627, have been explained to me in full and that all paperwork, permits, changes to contract or payments due for SEMINAR ROOMS must be received in the business office thirty (30) days prior to event and COSTA MESA ROOM must be received in the business office forty-five (45) days prior to event. Failure to submit paperwork, permits and/or monies due may result in cancellation of permit and any reservation dates on said permit. **Paperwork, permits, changes and monies are due by: \_\_\_\_\_ Initial \_\_\_\_\_**

**WAIVER:** I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of their officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility.

**I HAVE READ AND AGREE TO ALL THE RULES, POLICIES, AND REGULATIONS FOR THE NEIGHBORHOOD CENTER.**

Please print name (patron making reservation): \_\_\_\_\_

Please sign name (patron making reservation): \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ cell phone: \_\_\_\_\_ email: \_\_\_\_\_

NCC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Prep Time:	_____	to	_____	Initial	_____
Event Time:	_____	to	_____	Initial	_____
Cleanup:	_____	to	_____	Initial	_____
Alcohol to be served? (Check and initial selection)			_____	Yes	_____ No
Bar Hours	_____	to	_____	Initial	_____
Permit #:	_____	Projected Attendance: _____			